

KSIS Notification: IMPORTANT! - Transposed Meal Eligibility Records in SY 11-12

Subject	KSIS Notification: IMPORTANT! - Transposed Meal Eligibility Records in SY 11-12
From	Jenkins, Becky - Division of Enterprise Data
To	All State KSIS Contacts
Cc	Blunt, Brad - Division of School and Community Nutrition; Beck, Kelvin - Infinite Campus; Rhoton, Lisa - Infinite Campus
Sent	Wednesday, November 14, 2012 4:19 PM
Attachment	Transposed Meal Eligibility for SY 11-12 List of Districts.xls

All KSIS Points of Contacts:

The email from Brad Blunt below went to food service contacts in districts with significant errors >100 (*see attached list*). Since then, Infinite Campus has advised that this will be a billable service.

From Infinite Campus (*contact [Lisa Rhoton](#) with questions*):

Standard rate is \$150.00/hour; however, for this task Infinite Campus will charge a flat fee of \$150/district. The cost includes the creation of the scripts, execution of the scripts, verification, etc. Whatever it takes to complete the work will be done by Campus for the \$150 flat fee.

Districts that have backend access can do the data work to fix the errors themselves. If this is a route that a district takes, then they should enter a case to Infinite Campus to request a resync of FRAM data for their district. There is no cost to resync.

Keep in mind that it's important to have the Free & Reduced lunch data correct by the end of next week for eRate data pulls, P20 and federal reporting.

From: Blunt, Brad - Division of School and Community Nutrition

Sent: Wednesday, November 14, 2012 11:20 AM

To: Hobdy, Mary; Lyvers, Steve; Russell, Paula - Barren; Wilz, Nina - Food Service Director; Rose, Marlena (Bourbon County); Fritz, Mary SFS Director; Ellis, Judy; Turner, Tabitha - Food Service Director; Short, Hazel; Lane, Pat; Caldwell, Stephanie; Terry, Teresa; McIntosh, Sandra; Klingensmith, Susan; Kushniroff, Jan--Food Service Director--Erlanger; Dials, Rita-SN/CTE Director; Jette, Geraldine; Giles, Delores; Prewitt, Margaret; 'kristy.hodges@grayson.kyschools.us'; Kuhn, Mary; Russell, Chris; Jewell, Sabrina - CSS, School Food Service Director I; Rothenburger, Sidney; Barnhill, Lynsi; Sanders, Dee - Coordinator of Nutrition; Stokes, Jamie; Brownfield, Lisa - Ludlow; Agee, Emily - Food Service Director; Schlosser, Taylora; Miller, Beth - Metcalfe (Director of School Nutrition); Lewis, Charlotte; Greer, Pam; Hudson, Lucille; Parsons, Jeannine; Hall, Eleanor - Scott District Director of Nutritional Services; Coomer, Evell; Webster, Debbie; Maddox, Paula - Trigg Co Food Service Director; Adkins, Angela; Yancy, Tracy; Fritts, Maxine; Menke, Elizabeth

Cc: Conner, Dede - Director, Division of Enterprise Data; Beck, Kelvin - Infinite Campus; Kennedy, Kay - Director, Division of District Support; Jenkins, Becky - Division of Enterprise Data; Barnette, Garnetta - Division of Enterprise Data; Meadows, Cheri - Division of District Support; Jenkins, Franki - Division of Enterprise Data; Rhoton, Lisa - Infinite Campus

Subject: IMPORTANT! - Transposed Meal Eligibility Records in SY 11-12

Importance: High

During a review of the meal eligibility data in Campus an issue has been discovered regarding incorrect meal eligibility dates for SY 2011-2102. The issue and solution are shown below:

ISSUE: Transposed dates on meal eligibility have been identified: the meal eligibility end date < start date for SY 2011-2012 (see example below). Of all the districts identified 43 had significant errors (>=100 records). This notification has been sent to you because your district has a significant number of records with errors (see attached).

Eligibility							
New							
Eligibility Editor							
School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date	
12-13	Meal	Reduced	4104	Income	06/07/2012	06/30/2013	
11-12	Meal	Reduced	4104	Income	06/07/2012	08/27/2011	
11-12	Meal	Reduced	4104	Income	08/28/2011	08/27/2011	

The exact cause of this error is unknown at this time. IC worked to correct an issue affecting LunchBox customers. However, not all of the districts with errors are using LunchBox as their POS. Districts with other POS vendors have errors as well.

This error affects state and federal reporting as well as any meal eligibility summary reports out of IC through the FRAM module.

SOLUTION: Districts should submit a support ticket immediately to Infinite Campus. Example language follows below:
 “For SY 11-12 the meal eligibility dates in FRAM are transposed: the end date < start date. Please correct these errors and notify us through the support ticket when the work has been completed.”

Infinite Campus will initiate all work and communicate to the district through the support ticket.

REVIEW: An ad hoc filter will be pushed out to all districts by KDE that identifies transposed dates for meal eligibility. More information on that will be shared with the KSIS points of contact. Once Campus has corrected your meal eligibility data then the ad hoc should be run to verify that this issue has been resolved.

This email is being sent to the district’s food service directors, DPP and KSIS points of contact. Please forward this email to other district staff as you deem necessary.

KDE appreciates your patience and understanding to correct these type errors. Steps shall be taken to minimize these problems in the future.

Frequently Asked Questions

Q: How will Campus fix this issue?

A: A script will be run by Infinite Campus to transpose the records and properly end date the meal eligibility records.

Q: What effect will this have on the At-Risk report, which is used in the SEEK calculation?

A: The At-Risk report shall list all students who have a free meal eligibility at **any time** during the school year. This change is in effect for the 11-12 school year and onwards. The previous calculation took into consideration the number of days that the student had a free meal status. KDE will revert to the “old” way of calculating the At-Risk number, which is based on any student with a free meal status during the school year and the total days the student was enrolled in the district. The script will fix issues with these transposed dates so that the At-Risk report will show the correct list of students.

Q: Why this change?

A: Districts have experienced problems associated with setting up the 30-day carryover date. Based on this it was advisable to implement a simpler calculation for the At-Risk report.

Q: How does this change benefit districts?

A: This simpler calculation for the At-Risk report has the following benefits:

- 1) Eliminates the need for the 30 day carryover in Campus (unless Campus is your POS system for food service)
- 2) Simpler review of At-Risk report – The key importance is to ensure all your students with a free meal eligibility from your POS are in Campus.

Q: So, what should my end date be for my FRAM records?

A: The recommended end date is June 30 in the school year. Using this date ensures that the meal eligibility status will

be in effect for the entire school year. **Note:** If you have a 30 day carryover implemented into the next school year for either SY 11-12 or SY 12-13 then you **do not** need to change it.

Q: What is the urgency behind this?

A: Key state and federal reports are due at this time—and they depend on accurate meal eligibility data.

Q: How will KDE monitor to ensure this work is completed in a timely manner?

A: IC will provide regular status reports on their progress.

Q: When is the deadline for data cleanup?

A: The deadline is **Wednesday, November 20**. Both eRate and P20 data are scheduled to be pulled on the following Monday.

Best regards,
Brad

Brad Blunt, PMP
Project Manager
School and Community Nutrition
CPT, 23rd Floor
500 Mero Street
Frankfort, KY 40601
Phone: 502-564-5625, ext. 4932
Fax: 502-564-8919
Brad.Blunt@education.ky.gov

Transposed Meal Eligibility Records
SY 11-12
Count of Records by District

District	County
Allen County	1,932
Bardstown Independent	1,789
Barren County	1,131
Bellevue Independent	100
Bourbon County	1,254
Boyd County	3,036
Boyle County	2,469
Breathitt County	108
Breckinridge County	1,752
Butler County	2,120
Calloway County	317
Campbell County	3,866
Casey County	257
Christian County	2,597
Elizabethtown Independent	340
Erlanger-Elsmere Independent	266
Fleming County	1,565
Franklin County	4,539
Fulton Independent	304
Grant County	538
Grayson County	1,321
Hardin County	5,852
Hart County	1,574
Henderson County	1,054
Henry County	226
Hickman County	588
Kenton County	3,128
LaRue County	306
Logan County	2,537
Ludlow Independent	675
Madison County	912
Marion County	392
Metcalfe County	203
Nelson County	427
Oldham County	306
Pulaski County	1,056
Rockcastle County	1,506
Scott County	1,510
Shelby County	5,205
Trigg County	137
Trimble County	474
Webster County	1,530
Williamsburg Independent	166